

**Stafford County Department of Utilities
Water and Sewer Design and Construction Standards
March 2006**

Addendum 3

October 2015

Replace Chapter 6 with the following:

APPROVED MATERIALS AND MANUFACTURERS LIST

6.1 Introduction

This section contains the policies and procedures for selecting products for use in the water and sanitary sewer systems in Stafford County Virginia and for maintaining the county's Water and Sewer Design and Construction Standards. The official list of specific products and manufacturers that have been approved for use within the Stafford County water and sanitary sewer system is posted on the Stafford County Web Site on the Department of Utilities Web Page under "Forms and Documents." This list is updated on a regular basis to add or remove products as directed by the Product Review Committee of the Stafford County Department of Utilities. Printed copies are available at the Department of Utilities Administrative Office.

This listing is intended to be used as a reference source for Department of Utilities' employees, contractors, and vendors. Materials produced by manufacturers not listed herein are not acceptable for use within the County's system. Manufacturers interested in submitting products for evaluation and possible approval should submit a written request in accordance with the procedures listed below.

6.2 Evaluation Process

6.2.1 Product and Design Review Committee

The Product and Design Review Committee will be responsible for:

- Review and approval of the "Approved Materials and Manufacturers List"
- Review and approval of the "Stafford County Water and Sewer Standards"
- Review and response to comments and concerns regarding the Water and Sewer Standards expressed by contractors, engineers, developers, suppliers, etc
- Review of any other matters regarding the design and construction of

the Stafford County water and sewer systems.

The Product and Design Review Committee shall be composed of employees of the Department of Utilities including at least one construction inspector, one member from the field operations staff, and one member who is a licensed professional engineer. The Director of Utilities will appoint all members.

The Product and Design Review Committee shall meet on the last Tuesday of the month unless the meeting is postponed or rescheduled.

6.2.2 Manufacturers and Products Submission Procedures

A manufacturer requesting review of his product shall complete the following procedures:

- A. A written request shall be sent to the Product and Design Review Committee, Department of Utilities, PO BOX 339, Stafford, VA 22555-0339
- B. The request shall include, but not be limited to, submission (thirteen copies of all documents) of the following
 1. A list of all applicable standards (AWWA, ANSI, etc.) regarding the product and AWWA, ANSI, etc certification of the product.
 2. Adequate shop drawings and design information (brochures and other product information).
 3. Location of the manufacturer's plant.
 4. Location of the nearest local distribution point and retail outlet.
 5. A list of any special tools, fittings or methods of construction that the product may require for installation and/or maintenance.
 6. Spare parts and service availability information.
 7. A 5-year history of the product documenting its performance.
 8. Warranties.
 9. Product sample (where appropriate). Submit one sample only of each product.
 10. User references, with contact person and telephone numbers.
 11. Life cycle costs.
 12. A statement of why the approval of the product would be beneficial to Stafford County.
 13. Submissions shall be made at least 45 days prior to the meeting at which review is requested.

The applicant may be requested to provide samples and/or make a presentation regarding the product to the committee that shall not exceed 20 minutes. Representatives at the meeting shall be in a position to offer any type of background on product use and locations, design and reference checks. The

representative shall also have the authority to approve a trial run in Stafford County.

6.2.3 Design and Construction Submission Procedures

Questions, comments and requests for changes to the Water and Sewer Standards shall be made in writing to the Product and Design Review Committee at the above address. The committee will review each request.

6.2.4 Design Changes

After the Product and Design Review Committee has approved a product, the manufacturer or his representative shall inform the Committee, in writing, of any modifications in design or material. Such changes may require further evaluation and approval of the committee.

6.2.5 Withdrawal of Approval

The Committee may withdraw any approval as a result of a design change, field observation, testing, product failure, or other factors that, in the Committee's opinion, warrant such withdrawal.

6.2.6. Committee Recommendations

After completion of the review, the committee shall discuss the issue until a general consensus is reached. If a consensus cannot be reached, the recommendation shall be deferred to the next committee meeting. All product evaluations are final. Any product that is not approved cannot be resubmitted for at least one year.

For each product that has been submitted, one of the following recommendations will be made:


- A. **Approval for Use:** This approves a product for use throughout the Department's service area. All use of the product will be in conformance with the manufacturer's specifications and good engineering practices.
- B. **Conditional Approval for Use:** This approves a product for use throughout the Department's service area; however, the product will be reviewed periodically to ensure that no unforeseen installation or maintenance problems have risen. After a suitable period of field observation, this approval may be upgraded to **Approval for Use** status. The frequency of review and the length of field observation period will be determined by the Product and Design Review Committee. If, during the field observation period, problems with installation, operation or maintenance of

the product are observed, the Product and Design Review Committee may downgrade the status of the product to **Disapproved for Use**. All use of the product will be in conformance with the manufacturer's specifications and good engineering practices.

- C. **Limited Approval for Use:** This approves a product for use only in certain sites or projects with the Department's service area. The Product and Design Review Committee will determine where the product can be used. The product will be reviewed periodically to ensure that no unforeseen installation, operation or maintenance problems have arisen. After a suitable period of field observation, this approval may be upgraded to **Conditional Approval for Use** or **Approval for Use** status. The frequency of review and the length of the field observation period will be determined by the Product and Design Review Committee. If, during the field observation period, problems with the installation, operation or maintenance of the product are observed, the Product and Design Review Committee may downgrade the status of the product to **Disapproved for Use**. All use of the product will be in conformance with manufacturer's specifications and good engineering practices.
- D. **Disapproved for Use:** The product may not be used anywhere in the Department's service area. If a product has been given a **Disapproved for Use** status by the Product and Design Review Committee, the committee will not review the product again unless significant changes have been made to the product. The Product and Design Review Committee will not reconsider a disapproved product until at least twelve (12) months have passed from the date of disapproval.
- E. **Insufficient Information:** Not enough information was provided to evaluate the product. When the Product and Design Review Committee has received additional information, the Committee will evaluate the product at its next regularly scheduled meeting. As part of the request for additional information, the Committee may request a presentation from the manufacturer.

Approved By:

Anthony Romanello
County Administrator



Effective: October 30, 2015